

STATUS REPORT TO DHS/SSA

The CI must submit this form to the Administration 90 days after the initiation of the CI Services and every 90 days thereafter until the search is completed.

Date of Initial Service Agreement: _____ Investigation No: _____

Name of CI: _____

Agency: _____ Phone Number: _____

Registrant (the person searching):

Current Name: _____ Adoptee _____ Birth parent: _____

Address: _____

Current Phone Numbers: (H): _____ (W): _____ (C): _____

Search Subject:

☐ **Adult Adoptee** ☐ **Birth Mother** ☐ **Birth Father** ☐ **Other** _____

Name (if found): _____

Address: _____

Current Phone Numbers: (H): _____ (W): _____ (C): _____

Attach all correspondence sent to and received from Registrant in last 90 days, including any Service Agreements signed.

The Registrant was notified by letter of the search progress, if any, on: _____
(Date)

Number of hours spent on search in last 90 days: _____
(Date)

Fee, if any, collected from the Registrant in last 90 days: \$ _____

Date Satisfaction Survey sent if search completed: _____
(Date)

Actions in Last 90 Days:

- ☐ The individual being sought has not been located. Please detail the information you have and the attempts you have made in the Comments Section below. Include all known names, telephone numbers, addresses, that may be helpful in the future.
- ☐ The individual sought has been located, and the individual's identity has not been confirmed.
 - ☐ The following attempts were made to contact the individual:

- ☐ The individual sought has been located, and the CI has confirmed the individual's identity.
 - ☐ The individual sought has consented to disclosure of specified information using a CI as the intermediary
 - ☐ The individual being sought consented to full disclosure and contact with the Registrant.
The method of contact:
 - ☐ Phone ☐ Letter ☐ In-person ☐ Email
 - ☐ The individual being sought did not consent to disclosure of any information or to have any contact. If the adoptee was adopted after January 1, 2000, the individual was also informed of the right to file a disclosure veto.
 - ☐ The individual being sought is deceased.
 - ☐ If deceased, other relatives were contacted and:
 - ☐ Agreed to disclosure of information using the CI as an intermediary.
 - ☐ Agreed to full disclosure and contact with the Registrant.
 - ☐ Did not agree to contact.
 - ☐ Upon exhausting all resources presently available, no progress has been made in furthering the search in the last 90 days. Please detail any actions that you have taken in the last 90 days the Comments Section below.
 - ☐ The Registrant was notified that if no additional progress is made in the next 90 days, the search will be considered completed.
 - ☐ No progress has been made in 180 days, and, as a result, the search is considered completed.
 - ☐ The Registrant was notified that the search is considered completed.
 - ☐ All materials relating to the search have been provided to DHS, including notes.
 - ☐ The Registrant withdrew the request.
 - ☐ Other: _____

Comments: _____

Confidential Intermediary's Signature

Date